

DEOPHAM & HACKFORD PARISH COUNCIL

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Minutes of the Annual Parish Council meeting on Wednesday 4th May 2022, 8.00pm at Gralix Hall

Cllrs present:

Jacky Phoenix – Chair (JP), Chris Biggs (CB) – Vice Chair, Catherine Grand (CG), Chris Coath (CC), Martin Skidmore (MS),

Absent:

Chris Chorley (CCh), Cllr Margaret Dewsbury (MD)

Others present:

Jordana Wheeler (Clerk), Cllr Yvonne Bendle (YB). There was 1 member of the public present.

1. To elect the Chairman for 2022-23
 - 1.1. MS proposed JP, CC seconded. The Council **RESOLVED** to elect JP as Chairman for 2022-23.
2. Chairman to sign the Declaration of Acceptance of Office
 - 2.1. JP signed the Declaration of Acceptance of Office for Chairman.
3. To elect a Vice-Chair for 2022-23
 - 3.1. MS proposed CB, CC seconded. The Council **RESOLVED** to elect CB as Vice Chair for 2022-23. CB signed the Declaration of Acceptance of Office.
4. To receive and accept apologies for absence
 - 4.1. Apologies were received and accepted from CCh.
5. To receive any Declarations of Interest in items on the agenda and consider any requests for dispensation
 - 5.1. MS declared an interest in item 14.4. MS will be excluded from the discussion and will not vote on item 14.4.
6. To approve and sign the minutes of the Parish Council meeting on 6th April 2022
 - 6.1. The minutes of the meeting held on 6th April 2022 were received and read by Councillors prior to the meeting. The Council **RESOLVED** to approve the minutes.
7. To re-adopt delegation of powers to the Clerk
 - 7.1. The Clerk noted the delegation powers had been amended to remove reference to the pandemic and virtual meetings. The Council **RESOLVED** to approve the Delegation of Powers to the Clerk for 2022-23.

Draft minutes until approved at the Parish Council meeting on Wednesday 1st June 2022

Chairman Signature:

Date:

8. To report on progress of matters arising from previous meetings and review the action log
- 8.1. A resident has reported a broken post to the gate at the playing field and a broken dog bin on the junction of Church Lane and Park Lane. The Clerk will investigate the dog bin. The gate will be replaced as part of the improvements at the playing field and will be addressed then.
- 8.2. The Clerk noted the vacancy for Councillor was still available, no expressions of interest have been received to date.
- 8.3. The new dog bin for Church Road has been delivered and needs to be installed. CB, CC and CCH will carry out the installation.
- 8.4. The grass cutting at the playing field has resumed for the year.
- 8.5. HSBC are sending new forms to amend the signatories on the bank account.
- 8.6. It was agreed the painting of the Pavilion could be removed from the Action Log.
9. Finance - To receive the bank reconciliation for April 2022 and approve the following payments:

JP noted funds had been raised via a recent village Beetle Drive event. The amount raised is to be confirmed and will go towards the new play area equipment. The Clerk confirmed payment 9.1 had been paid prior to the meeting with agreement via email. The Council **RESOLVED** to ratify this payment. The Council reviewed the bank reconciliation, there were no queries. The Council **RESOLVED** to approve the remaining payments.

	Description	Cheque Number	Amount
9.1	South Norfolk Council – Dog bin emptying 2021-22 (Ratify)	100631	£267.84
9.2	P.J.Phoenix – Resources for community fundraising event (VE Day Event Grant)	100632	£50.00
9.3	Glasdon UK Limited – New Dog Bin	100633	£185.93
9.4	Gralix Hall – Hal hire for meetings Feb – April 2022	100634	£99.00
9.5	Jordana Wheeler – Salary & Expenses April 2022	100635	£51.43

10. To consider options for changing the Councils bank
- 10.1. The Council considered research on the pros and cons of the 4 shortlisted banks. The Clerk noted that all payments currently made by the Council could be made online and this would be the best way forward. The Clerk recommended having a bank account which also allowed for use of a cheque book as a backup. Councillors were keen to use a bank which made the banking easy for the Clerk.
- 10.2. MS was reluctant to move to a bank which charged for using it if this could be avoided. The Clerk noted if the Council was happy to pay bank charges this could be included in the budget for future years. CC was keen to use an ethical bank such as Unity.
- 10.3. Councillors expressed concerns if a local bank was chosen. If the bank were to subsequently close in the future (as has been the case recently with many local banks) what impact would this have on the Council being able to access the bank.
ACTION – Clerk to identify if Lloyds or Natwest in Wymondham may close in the future and if accounts can be opened in branch.

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11. To agree booking individual Councillor training
 - 11.1. The Clerk shared details of the 'New Councillor' training CCh wished to attend. The Council has a budget for training. The Council **RESOLVED** to approve CCh attendance on the training course.

12. To discuss progress on the replacement play equipment and new car park
 - 12.1. The planning application is still open for comments until 5th May. JP has spoken with some local residents who had queries about the plans. The Council will make all decisions on the new play equipment after the planning has been decided.
 - 12.2. YB reminded the Council of details of the Community Action Fund which the Council can apply to for a £15,000 grant. The application must include VAT in the figures and details of any funding the Council are providing.
ACTION – Clerk to prepare grant application.

13. To agree any additional support required for the 'Deopham Through the Ages' event
 - 13.1. JP asked for volunteers to help run the event on a 1 hour rota, giving details of historical vehicles, historical records and articles and refreshments which will be available on the day. Morley are holding a similar event on the same day and it is hoped residents will go between the 2 events.
 - 13.2. JP confirmed all historical records on show will be copies and will be held in an archive following the event so they can be shared at future events.

14. To consider a response to the following planning application
 - 14.1. Application 2022/0100 - Erection of new dwelling and detached garage, Land At Mill Farm, Attleborough Road, Deopham
The planning officer has visited the site and fed back details on the previous dwelling on the site. There are no direct neighbours to the site. JP wanted to ensure there was adequate drainage at the site. The Council **RESOLVED** they had no objections to application 2022/0100.
 - 14.2. Application 2022/0707 – Rear single storey extension, Jabula, Low Common, Deopham
The Council **RESOLVED** they had no objections to application 2022/0707.
 - 14.3. Application 2022/0522 – Widen existing vehicular access point onto playing field and installing hard standing area for parking, Deopham Playing Field, Vicarage Road, Deopham
As the application has been submitted by the Parish Council no comments were made.
 - 14.4. Application 2022/0661 – Listed building consent for change of use and conversion of agricultural barn to holiday accommodation, Barn adj to Hill Farm, Hingam Road, Hackford
The Council **RESOLVED** they had no objections to application 2022/0661. MS did not partake in the discussion or vote.

15. To review and adopt the following policies;
 - 15.1. Financial Regulations – The Clerk noted these come from a model document and are amended to remove references to any committees the Council does not have. Figures for spending are reflected in the Delegation of Powers to the Clerk. The new policy provides more detail than the previous policy on procedures. The Council

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RESOLVED to adopt the Financial Regulations.

16. Correspondance

- 16.1. Nutrient Neutrality Planning Guidance – The new guidance from Natural England means that currently no new residential buildings can be approved until the guidance has been understood and taken in to account. The guidance looks at the impact of building and subsequent pollution on the river environments. It could have wider implications on matters such the Greater Norwich Local Plan and could lead to a shortage of housing if there are delays or refusals of planning permission. Further details are on the Council website.
- 16.2. Advanced Notification of start of works - A11 Spooner Row to Tuttle Interchange Reconstruction Scheme. Full details are on the Council website. There will be changing slip road closures onto and off the A11 for the next year which may impact residents with diversions on the local road network.

17. Opportunity for public participation

- 17.1. Enquiries were made about the quotes for the play equipment. The Clerk noted that access had been approved for the Contract Finder website and the advert for the play equipment contract would be going live soon. It was suggested the Council could consider including an electric charging point in the new car park. It was noted there is currently no electricity supply to the site.

18. To confirm the date of the next meeting

- 18.1. The next Council meeting will take place at Gralix Hall on Wednesday 1st June 2022, 7.30pm. The press and public are welcome to attend.

The public meeting closed at 9.22pm